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ER-6-2730

15 November 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Review of Financial Operations [REDACTED]

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1. There is attached for your information an interim report on the TDY trip of [REDACTED] covering a review of the financial operations of the [REDACTED] station.

2. Just before [REDACTED] Chief of Station, was here on TDY and I had a long discussion with him relative to the difficulties the Finance Division had encountered in reviewing the accountings from his station. He expressed surprise and stated that he was not aware of any such problems.

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3. The main purpose of our discussion was to obtain his approval for the placing of a qualified senior finance man at his station. The specific proposal was to replace the Administrative Officer with a qualified Finance Officer who would also do the administrative work. He countered with a proposal that we replace the present Custodian of Funds, [REDACTED] who is performing the accounting function under the direction of the Administrative Officer, with a junior Finance Officer who would, about a year from now, move up into the administrative position. He further stated that he could not afford to lose the present Administrative Officer, [REDACTED] as he was doing everything from typing to the handling of minor operations.

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4. The conclusion reached from this discussion was that the actual action to be taken would depend on the results and findings of the review of financial operations to be performed by [REDACTED]

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5. As a result of the findings of [REDACTED] the matter of placing a qualified Finance Officer at [REDACTED] will be given priority. The NEA Division has agreed. It is now just a question of the grade of the position and whether or not the Finance Officer will replace the present Administrative Officer.

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[REDACTED]
E. R. SAUNDERS
Comptroller

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Attachment

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